



Role Statement – Site Coordinator

About Us

The Armidale Waldorf School is an independent school offering education from early childhood through to Year 12. We deliver an approved NES A curriculum that fosters academic excellence while nurturing the intellectual, artistic, and moral development of students. Rooted in the philosophy of Rudolf Steiner, we focus on educating the whole person—head, heart, and hands—in a supportive and inspiring environment.

About the Role

The Site Coordinator is responsible for the effective operation, maintenance and presentation of the school's facilities, grounds and infrastructure, ensuring a safe, compliant and well-maintained environment for students, staff and visitors.

The role provides supervision and coordination of cleaning and maintenance functions, including the supervision of staff, contractors and volunteers, while supporting compliance, asset management and continuous improvement across site operations.

As a key member of the school community, the Site Coordinator contributes to the stewardship of the campus and supports opportunities for students to engage with and care for the living environment.

Job Type

Permanent – Part Time (0.6FTE)

Minimum Salary Grade

FTE Equivalent Salary: \$75,000 to \$85,000 per annum, pro rata 0.6FTE.

School Operational Services Grade 6 - Grade 7. Educational Services (Schools)
General Staff Award 2020. Remuneration based on experience.

Benefits:

- 12% superannuation
- 17% annual leave loading
- Super salary sacrificing
- Tuition Discounts

Regular Hours: Three days per week, 7.00am to 3.00pm. Some out of hours or weekend work may be required for school events.

Leave: Four weeks' annual leave, with flexibility to take leave throughout the school year.



Supervisor/Manager

Operations Manager

Supervises

- Cleaners
- Maintenance
- Parent volunteers and helpers
- External contractors and other relevant casual support as required.

Relationships

- School Leadership
- Compliance Officer
- Education Administrator
- Receptionist
- Educators and Staff
- Parents
- Students

Key Responsibilities

Specific duties and responsibilities include:

- Oversee cleaning and maintenance teams, including staff rostering, workload allocation, quality standards, inductions, training, licensing requirements and compliance with safe work practices.
- Plan, coordinate and monitor site maintenance programs, including contractor management, site inspections, preventative and reactive maintenance schedule of school facilities, equipment and infrastructure.
- Work collaboratively with the Operations Manager and Compliance Officer to support compliance obligations. Including maintaining records and documentation relating to inspections, emergency management systems, fire and safety equipment, servicing, statutory testing and certifications.
- Maintain accurate administrative records, asset registers and compliance documentation to support operational management and long-term asset planning.
- Undertake general maintenance, repairs, cleaning and improvement projects across the school.
- Complete minor works that support student learning and facility improvements.
- Prepare equipment and grounds set-up for school events, camps, excursions, incursions and community activities, including site preparation, equipment setup and pack down.



- Manage procurement, storage and stock control of cleaning supplies and maintenance consumables, aligned to budgetary requirements and financial controls.
- Foster community engagement by encouraging parent and community involvement in grounds and maintenance projects, supporting the stewardship and care of the school environment.
- Support the long-term sustainability of the school's facilities and infrastructure through asset lifecycle planning, project scoping, budgeting and maintenance forecasting, providing recommendations to inform future capital works and investment priorities.
- Support the continuous improvement of site operations by working collaboratively with the Operations Manager to develop and refine scheduling processes, record keeping and compliance frameworks.

Capabilities:

- Strong administrative, digital and record management skills.
- Strong organisational, planning and time management skills.
- Strong stakeholder engagement, communication and relationship management skills.
- Strong understanding of workplace health and safety, child safety and risk management requirements.
- Sound understanding of compliance, governance and accountability requirements.
- Ability to work independently, exercise initiative and drive continuous improvement.
- Practical maintenance, facilities or trade-related skills.
- Experience leading, supporting and developing staff, volunteers and contractors.
- Financial literacy, including budgeting, procurement and resource management.